



# St. Cloud Quarry Chapter IAAP

January 2006 Newsletter

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**Reminder: Please update your information on our chapter website at [www.iaap-stcloudquarry.org](http://www.iaap-stcloudquarry.org). Go to the "Members" section and enter your member number. Please note the password is "Quarry".**

## Mission Statement:

To provide office professionals with opportunities for educational, professional and personal growth.

## MONTHLY EDUCATION FORUM & BUSINESS MEETING

"Office of the Future 2020"

**Sue Antolak, St. Cloud OfficeTeam and Accountemps  
Divisions of Robert Half International, Inc.**

**Monday, January 9, 5:30 – 7:30 p.m.  
Resource Training & Solutions, St. Cloud**

Imagine looking into the future and seeing your workplace in the year 2020. What will it look like? What will I need to know? Sue Antolak will walk us through the evolution of the workplace and the skills needed to succeed.

Meal: Chicken wild rice soup, homemade honey oatmeal bread, Caesar salad, and cheesecake.

Cost: \$10; \$5 for Students. Please RSVP by **Friday, January 6, 2006** to Sue Burnett Pick at [suebpick@gmail.com](mailto:suebpick@gmail.com) or call 320-251-2532.

## CAREER TIPS

Everyone wants to be successful in the workplace, but sometimes it's hard to figure out how to get your career moving in the right direction. Follow these five tips to ensure that you build skills and start movement to where you want to be:

- **Start from where you are.** Make every effort to build your skills in your current job, so that if and when you make a move or go for a promotion, you have something to take with you or show. It's usually better to go step by step, rather than to hope for a big promotion someday. Focus on doing the best possible job you can now, and plan future career moves carefully.
- **Sharpen your computer skills.** Today, it really doesn't matter what your job is—at some point you will probably need to be proficient in using a computer. Try to learn everything you can so that you are more marketable.
- **Develop a learning attitude.** Learning in your career should never come to a standstill. Commit yourself to a lifetime of workplace learning and it will pay off nicely.
- **Network.** Always talk to others in your industry or profession. This will help you to know what skills you need and keep you on top of job opportunities.
- **Learn to work well with others.** In almost every job, you will be asked to work with others. 😊

## Thank You! Thank You! Thank You!

A big "THANK YOU" to Resource Training & Solutions for being a host site for our January meeting!



## President's Notes

**HAPPY NEW YEAR!** You might be sick of hearing this by now but I still like to say it. How many of you have made New Year resolutions? I have made only one and that is to stay away from bread as much as possible. If you notice, I didn't say "give up" bread, just "stay away" from it as much as possible. This way I don't feel that I am doomed to fail.

Some of you know that my oldest son got married this past June. Well I am very proud to announce that I am now going to be a GRANDMA! Some people say I am too young to be a Grandma, but I say, "I would rather be too young than too old." I am so excited except for the fact that my first grandchild will be eleven hours away.

Well if you are not sick of food after the Holiday season, please plan on attending our IAAP meeting next week. I have decided to make chicken wild rice soup, homemade honey oatmeal bread (bread machine!), Caesar salad, and cheesecake. I will probably lose quite a bit of weight just hauling all the food up to the Resource Training & Solutions office, but I can surely stand to lose a few pounds ☺. We have a very interesting topic this month and hope many of you can attend. Please also remember to pick up a cookbook if you haven't already done so. We sold quite a few at the Christmas Banquet and I think we are down to less than 25. We will probably need to do another printing before the Annual Meeting since we hope to sell some there.

I want to truly thank Pat and Andi for organizing a great evening of fun and fellowship for the Christmas Banquet. I brought my husband and he even admitted to having a great time. It is so nice to take time to sit and relax during the Holiday Season. Although, it was pretty stressful during the Christmas Trivia game since I couldn't answer any of the questions! I realized I have not watched any of the old movies and am not very good at remembering words to songs. Oh well we can't all have the talent for trivia but we still enjoyed the game.

Hope to see all of you on Monday night!  
-- Leah Posterick, St. Cloud Quarry Chapter President

## Excel Shortcuts

**Enter current date** – Ctrl + ; (semi-colon)  
**Copy from cell above** – Ctrl + ' (apostrophe)  
**Copy value from cell above** – Ctrl + Shift + " (quote)  
**Copy value down** – Select cell and destination, press Ctrl + D  
**Copy value right** – Select cell and destination, press Ctrl + R  
**Create chart** – Select data, press F11  
**Select current column** – C + Ctrl + Space  
**Select current row** – Shift + Space  
**Select all objects on sheet** – Select one object, then Ctrl + Shift + [  
**Select all cells referenced by the formula in the active cell (all direct dependents)** – Ctrl + Shift + ]  
**Select all cells with formulas that refer to the active cell (all direct precedents)** – Ctrl + Shift + ]  
**Select the visible cells in the current selection – use this to copy subtotals only** – Select cells then Alt = ; or Edit → GoTo, click Special, and choose Visible Cells Only  
**Insert an AutoSum function** – Alt + =

# Mark Your Calendar

**February Education Forum & Chapter Meeting**  
 "Interpersonal Communications"  
 St. Cloud Refrigeration, St. Cloud  
 February 13, 2006

**March Education Forum & Chapter Meeting**  
 "Customer Service: Keeping Customers for Life"  
 Resource Training & Solutions,  
 St. Cloud  
 March 13, 2006

**MN-ND-SD Division Annual Spring Professional Conference**  
 Bloomington, MN  
 May 19-21, 2006

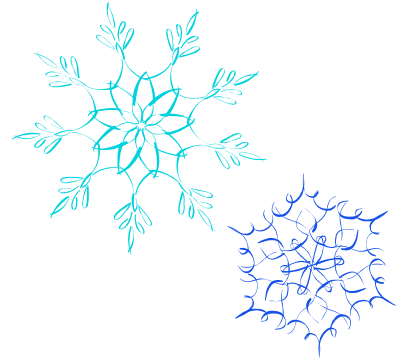
**2006 IAAP International Conv.**  
 Reno, NV  
 August 7-10, 2006

## Did You Know...

January is National Get Organized Month – An opportunity to streamline your life, create more time, lower your stress and increase your profit. For more info visit [www.napo.net](http://www.napo.net).

St. Cloud Quarry Chapter, IAAP  
Monthly Educational Forum & Membership Meeting  
**AGENDA**

Monday, January 9, 2006



**Resource Training & Solutions, St. Cloud**

5:15 - 5:30 p.m.      **Registration/Social**

5:30 - 5:50 p.m.      **Welcome/Introductions/Dinner**

5:50 - 6:55 p.m.      **Program/Educational Forum**  
Speaker: Sue Antolak, Branch Manager  
St. Cloud Office Team and Accountemps  
Divisions of Robert Half International  
Topic: "Office of the Future 2020"

6:55 p.m.              **Five-minute break**

7:00 - 7:30 p.m.      **Call to Order**  
1. Approval of November Minutes  
2. Treasurer's Report  
3. Committee Reports/Updates

**Unfinished Business:**

**New Business:**

**Announcements - Good of the Association**

**Raffle Drawing**

**Adjournment**

Note: Please bring this copy of the agenda with you to the meeting. Thanks!

**No Show Policy**

**REMINDER:** For all regular monthly meetings, all "no shows" will be billed \$10, without exception, unless the cancellation is received prior to the RSVP deadline stated in the newsletter. You can, however, find a replacement to take your RSVP but need to notify the Secretary as soon as possible.

We know that life happens and sometimes members are not able to make it at the last minute. However, the Chapter is still responsible for the RSVP and needs to pay for the meal whether or not you are there.